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Clark County Regional Support Network Policy Statement

Policy No.: AD03
Policy Title: Drug Free Workplace
Effective Date: September 1, 2001

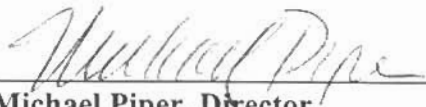
Policy: All provider agencies contracted with the CCRSN will have an internal Drug Free Workplace policy and shall submit such policy to the CCRSN for review.

Reference: WAC 388-865, Clark County Provider Contract Agreement, Clark County/Washington State Mental Health Division RSN Contract any other applicable RCW/WAC statutes or codes.

Procedure: Providers will develop a drug free workplace policy and submit that policy to the RSN for review.

1. Providers must have on file a signed statement by each employee, identifying that they are aware of and will abide by the agencies' published drug free workplace policy. The policy must include notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any facilities where PHP contracted services are provided. The policy must also specify the actions that will be taken against any employee for violation of such prohibition.
2. Agencies are responsible to notify the CCRSN in writing of any conviction of an employee on a criminal drug statute that occurred in the workplace, no later than five calendar days after such conviction.
3. The notice should include name, position title, and all projects on which the convicted person was working.
4. Agencies are responsible for taking one of the following actions, within 30 days of receiving notice of a conviction of any employee:
 - a) Taking appropriate personnel action against the employee, up to and including termination, consistent with the requirements of Rehabilitation Act of 1973 as amended, or
 - b) Requiring the convicted employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
6. Providers are to establish an ongoing drug free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace

- b) The agency's policy to maintain a drug free workplace
- c) Any available drug counseling, rehabilitation and employee assistance programs
- d) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.

Approved By: 

Michael Piper, Director
Clark County
Department of Community Services

Date: 10-6-04